

Approved For Release 2005/11/17 : CIA-RDP61-00901A000300070007-4



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ANNEX E

Info. Control Clerk (20-5)	Info. Control Clerk (20-4)	Info. Control Clerk-Typist (20-3)	Clerk (20-4)	Messenger (20-3)	Info. Control Clerk (20-5)	Info. Control Asst. (20-4)	Info. Control Officer	Info. Control Officer
LOADING								
1. File one copy of CIA- originated cables. 1 1/2	1. Pull mat cards from multiple-dist. documents (incoming) and checking enclosures. 5	1. Pull mat cards from documents from OOD. 7 1/2	1. Record on 3x5 cards (already prepared) re- turn of CS reports for evaluation. 1	1. Type 35-1 for incoming classified non-CIA cables. 5	1. Type 35-1 for incoming Special Intell. - finished Intell. and non- NSA reports. 9	1. Record T.S. incoming collateral in T.S. Post- ing Record (60-75) (in and out). 5	1. Log incoming admin. ACTION material in Admin. Incoming log (30-14). 1/2	1. Type 35-1 for incoming admin. ACTION material. 1/2
2. Check manifests on in- coming Sr. Rep. dis- patches. 1/4	2. Record receipt of paid and classified serial publications on Standard Dist. Record (in and out) 18	2. Record incoming Admin. non-ACTION material in Admin. incoming log (30-14). 18	2. Pull mat card from each mat card document leaving OSI. 4	2. Record outgoing admin. material in Admin. Out- going Log (30-14). 24	2. Check manifest for NSA cards and reports. 9	3. Prepare 35-1 for OSI- produced S.I. 4		
	3. Type 35-1 for incoming Sr. Rep. dispatches. 5	3. Type Cross Reference Slip (60-16) for docu- ments loaned to OSI (in- side CIA). 1 1/2	3. Record on 60-16 loaned documents leaving OSI. 1 1/2					
	4. Type 35-1 for incoming CIA cables. 2 1/2	4. Record on 60-16 loaned documents leaving OSI. 1 1/2	4. Record on 60-16 loaned documents leaving OSI. 1 1/2					
	5. File copies of Pub- lishing Orders for publi- cations (in and out). 1 1/2	5. File Request for Info. From FPD Documents (50-14) on requests for translations (in and out) 1 1/2	5. File Request for Info. From FPD Documents (50-14) on requests for translations (in and out) 1 1/2					
	6. Prepare 3x5 card for advance CS reports for evaluation. 1 1/2							
	7. Prepare 3x5 card for material received from Records Center. 2							
	8. Type 35-1 for out- going dispatches to Sr. Rep. 2 1/2							
1 1/2	38	29	29	5	22	5	1	0
LOADING - TOTAL HOURS PER WEEK, ALL COLUMNS - 130 1/2								
SORTING AND DELIVERING OR PICKING UP								
1. Deliver ACTION CIA cables (incoming) 1/2	1. Sort responses to re- quests for material from Records Center. 3/4	1. Sort mat card docu- ments from OOD. 1/2		1. Open, sort & deliver mat card docs. (multiple- routing): Serial pub., Sr. Rep. dispatches, non- CIA cables, non-ACTION admin. material, CIA cables (non-ACTION), pub- lishing orders, CS reports, docs. loaned to CIA, re- quests to Records Center, S.I. 16 1/2	1. Sort S.I. 1	1. Sort and deliver and pick up T.S. (incoming and outgoing). 2 1/2	1. Segregate admin. in- coming material. 1/2	2. Deliver ACTION admin. material. 1/2
	2. Deliver OSI briefing notices. 3/4	2. Sort incoming FPD translations and copy # of Request. 2 1/2		2. Pick up at turnstile. 1 1/2				
				3. Pick up, deliver to 18 and sort loaded docs. Being returned, loan re- quests, CS evaluations, requests for material from Records Center, mat card docs., admin. cables Sr. Rep. dispatches, translation requests. 6				
1/2	1 1/2	3	0	25 3/4	1	2 1/2	1	0
SORTING AND DELIVERING OR PICKING UP - TOTAL HOURS PER WEEK, ALL COLUMNS - 35 1/4								
READING AND ROUTING								
1. Read and route serial pubs., Sr. Rep. dis- patches, ATTC cables, in- coming CIA cables (non- ACTION), incoming CS re- ports for evaluation, loaned docs. from within CIA. 30					1. Read and route some OCI finished Intell. 2 1/2	1. Read and route T.S. from within CIA. 17	1. Read and route admin. non-ACTION. 7 1/2	
2. Read outgoing cables for authentication, etc. 1 1/2								
31 1/2	0	0	0	0	2 1/2	17	7 1/2	0
READING AND ROUTING - TOTAL HOURS PER WEEK, ALL COLUMNS - 58 1/2								
FILING								
1. File 35-1 for incoming Sr. Rep. dispatches 1/2	1. Sort and file mat cards for incoming docs. from OOD. 3	1. File 3x5 cards for CS reports. 1/2	1. File 35-1's for in- coming non-CIA cables. 1/2	1. File manifest, 35-1's, Doc. Receipts, Courier Receipts, 30-14's. 4	1. File T.S. Posting Records. 1 3/4	1. Filing 35-1's for Admin. ACTION 1/4		
2. File 3x5 cards for ma- terial received from Records Center. 1	2. Sorting & filing mat cards for incoming docs. from other offices. 1	2. File Courier receipts. 1/2	2. File Doc. Receipts. 1/2					
	3. Sorting & filing mat cards for docs. leaving OSI. 1	3. File Doc. Receipts. 1/2						
0	1/2	5	1 1/2	1/2	4	1 3/4	1/4	0
FILING - TOTAL HOURS PER WEEK, ALL COLUMNS - 13 1/4								
STAMPING AND/OR PREPARING RECEIPTS								
1. Prepare Doc. Receipts 1/4		1. Preparing Courier Re- ceipts and attaching to documents. 1 1/4		1. Signing S.I. receipts. 1	1. Signing Doc. Receipts. 1 3/4			
				2. Prepare Doc. Receipts and att. to documents. 3 1/2	2. Signing Div. logs. 1 3/4			
1/4	0	0	1 1/4	0	3 1/2	0	0	0
STAMPING AND/OR PREPARING RECEIPTS - TOTAL HOURS PER WEEK, ALL COLUMNS - 15								
MISCELLANEOUS								
1. Prepare & address en- velopes. 1/4	1. Time-stamping 1 1/4	1. Check pages & enco- losures and mark "enco- losures" on mat cards. 1/4	1. Time-stamping. 7 1/2	1. Prepare and address envelopes. 2 1/2	1. Preparing Signature Record & Cover Sheet. 4 1/4	Supervision Preparing job sheets. Follow-up ACTION. Reference requests. Writing memos. 1	Administration, Supervision, Records Management, etc. 10	
2. Wrapping, enclosing docs. in envelopes. 1/4	2. Opening boxes of mat card documents. 1/4	2. Preparing and address- ing envelopes. 5	Unallocated. 1 1/4		2. Prepare and addressing envelopes. 1			
3. Answering or making calls, checking PD's, etc. 5 3/4	3. Counting mat cards from OOD. 1	3. Wrapping docs. or en- closing in envelopes, sealing. 2 1/2			3. Prepare Doc. Receipts and att. to documents. 1			
6 1/4	0	3	8 1/2	8 3/4	4. Prepare 30-14 for CTRC 2			
MISCELLANEOUS - TOTAL HOURS PER WEEK, ALL COLUMNS - 107 1/2								
GRAND TOTAL, ALL FUNCTIONS, ALL COLUMNS - 360								

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